

CITY OF LONG BEACH PLANNING PERMIT APPLICATION

LAND USE REGULATION AND DEVELOPMENT SERVICES
DEPARTMENT OF PLANNING AND BUILDING
333 W. OCEAN BLVD., 4th FLOOR, LONG BEACH, CA 90802
INFORMATION: (562) 570-6194 FAX: (562) 570-6068

Project Address: _____

Legal Description: Lot(s) _____ Block _____ Tract _____

Project Description (be specific): _____

Reasons why project should be approved (attach more sheets if necessary): _____

Check appropriate permits requested:

- ☐ Administrative Use Permit
- ☐ Certificate of Compliance
- ☐ Classification of Use
- ☐ Condo Conversion Exemption
- ☐ Coastal Permit
- ☐ Coastal Plan Amendment
- ☐ Conceptual Site Plan Review
- ☐ Other _____
- ☐ Conditional Use Permit
- ☐ Condominium Conversion
- ☐ General Plan Amendment
- ☐ Lot Merger/Lot Line Adjustment
- ☐ Modification of Approved Permit
- ☐ Sign Standards Waiver
- ☐ Site Plan Review (Staff Only)
- ☐ Site Plan Review
- ☐ Standards Variance
- ☐ Tentative Subdivision Map
- ☐ Time Extension
- ☐ Vesting
- ☐ Zone Change
- ☐ Zoning Confirmation Letter

BE SURE TO READ THIS ENTIRE PACKET FOR FILING INFORMATION. YOUR APPLICATION WILL NOT BE ACCEPTED (OR THE PROCESS WILL BE DELAYED) IF IT IS FOUND TO BE INCOMPLETE.

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DO NOT WRITE BELOW. THIS SPACE FOR STAFF USE ONLY.

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Counter Staff Review _____ Filing Date _____

Case Number _____ Hearing Date _____

Environmental Number _____ () Complete () Incomplete

Comments _____

Council District _____ Zone _____ Map Number _____

Project Planner _____ Community Planner _____

Incomplete Form Sent _____ Complete Form Sent _____

Date of Staff Meeting _____

TAC/TM Notice Sent _____ Date of TAC Meeting _____

Public Hearing Notice Sent _____ Date of ZA Hearing _____

Planning Commission Report Sent _____ Date of Planning Commission Hearing _____

Notice of Action Mailed _____ Project/Receipt # _____

OWNER’S AFFIDAVIT

(I), (We), the undersigned, declare under penalty of perjury under the laws of the State of California that (I am), (We are), the (owner), (owners), of the property involved in this application; that the information on the attached map and property owners list, all plans, drawings and sketches attached hereto and all the statements and answers contained herein are in all respects true and correct.

Signature of Owner(s)

Print Name of Owner(s)

Mailing Address

City	Zip Code	Telephone Number
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I hereby authorize the following individual to act for me in all matters relevant to this application. I understand that this person will be the exclusive contact on the project and will be sent all information and correspondence.

(PLEASE PRINT)

Authorized Agent	Phone #
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Address	City	Zip
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Owner’s Signature

If multiple ownership (or owner) is unavailable to sign application, documentation of agent’s authorization to act for the owner(s) must be supplied to the Planning Bureau.

BUSINESS OWNER/DEVELOPER

(If it is different than the property owner)

Name

Company

Mailing Address

Phone #

AGENT

I hereby acknowledge my role as agent for the owner of said property. As such, I am solely responsible for filing all materials required to complete this application and no other individual needs to be contacted by the City pertaining to completeness of application or hearing date(s).

Agent’s Signature

**ZONING AND DEVELOPMENT SERVICES
FEE SCHEDULE***

Fees include a 5% surcharge for the Development Services Center through 10/24/04 (Ord. No. C-7821)
and a 1.5% surcharge for amendment and maintenance of the General Plan (Res. No. C-28245)

<u>ZONING PERMIT APPLICATIONS</u>	<u>FEE</u>
Administrative Use Permit (AUP)	
1. Fence height exception	\$426.00
2. All others	\$852.00
Certificate of Compliance	
(Includes an Engineering Substructure Fee of \$159.75 plus a separate check of \$9.00 payable to L.A. County Recorder)	\$372.75
Classification of Use	\$1,278.00
Conditional Use Permit (CUP)	
1. Day Care (1-12 children - exempt)	no fee
2. Day Care (over 12 children) OR Community Care (30 units or less)	\$1,065.00
3. Expansion of existing churches/shelter (Residential zones only/ sponsored as a bona fide non-profit-exempt)	no fee
4. All others	\$2,130.00
5. CUP Exemption - Alcoholic beverage use	\$266.25
Development Agreement	\$4,686.00
Determination of Applicable law	
1. With no other application	\$2,310.00
2. With Staff Site Plan Review	\$532.50
3. With Commission Site Plan Review or Conditional Use Permit	\$532.50
4. With Standards Variance/Administrative Use Permit	\$1,065.00
Established Setbacks (establish, modify, remove)	\$3,621.00
Interim Park Use Permit	\$319.50
Local Coastal Development Permit (LCDP)	
1. No other zoning/subdivision permit required	\$1,065.00
2. With other zoning/subdivision permit required	\$175.75
3. Categorical exclusion/exemption from Coastal Act	\$79.88
4. LCDP submitted to Coastal Commission	\$1,144.88
5. Local Coastal Plan Amendment	\$1,224.75
6. Appeal from denial of property-owner initiated request for Local Coastal Plan Amendment	\$426.00
7. Coastal Permit Waiver	\$532.50
Modifications	
1. To approved permit (no hearing required)	\$372.75
2. To approved permit (Administrative Hearing)	\$447.30
3. To approved permit (Planning Commission Hearing)	\$639.00
4. To approved Tentative/Final Map. (plus \$53.25 per lot or requirement change)	\$1,171.50
Planned Development Plan Approval or Modification	\$4,686.00
Publicly Accessible Exterior Pay Telephones (PATs)	
1. Requests for pay phone zoning approvals For the first pay phone	\$69.22
2. For each additional pay phone submitted at the same time	\$37.28

Sign Permit

1. First sign (permanent) (Plus \$37.28 for each additional sign)	\$85.20
2. Sign Program (minimum 5 signs, plus additional sign permit fees)	\$479.25
3. Promotional activity sign permit	\$53.25
4. Appeal of sign permit	\$639.00

Site Plan Review (SPR)

1. Conceptual SPR (Credited to final SPR) (plus \$1.60/100SF)	\$959.50
2. Density Bonus SPR (plus normal SPR fee)	\$2,396.25
3. All others (Except projects under 1,000 SF on City property by non-profit organization) (plus \$3.20/100SF).....	\$958.50
4. Sign Standards Waiver (plus \$50.00 for each additional sign).....	\$372.75

Standards Variance

1. Mini-variance (fence heights, signs)	\$426.00
2. All others (plus \$53.25 for each additional exception)	\$958.50
3. Legalize past illegal construction.....	DOUBLE FEE

Street Name Change	02,556.00
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Zoning Amendments

1. Zoning Ordinance (text)	\$4,686.00
2. Zoning Designation (map).....	\$3,621.00

SUBDIVISION APPLICATION

Condominium Conversion Exemption	\$159.75
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Tentative Maps

1. Condominium Conversions (plus \$106.50 per condominium unit)**	\$2,130.00
2. Other tentative map (plus \$106.50 per lot or unit)**	\$2,130.00
3. Vesting of tract map (additional fee).....	\$213.00

** *Engineering Fee of \$420.00 plus \$5.25/lot or unit.*

Final Maps

1. Condominium conversions (plus \$106.50 per condominium unit).....	\$1,171.50
2. New construction/other subdivisions (plus \$106.50 per lot or unit).....	\$639.00
3. Vesting of tract map (additional fee).....	\$213.00

Modification to approved tentative/final map

(plus \$53.25 per lot line or requirement change).....	\$1,171.50
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Lot Merger/Lot Line Adjustment	\$852.00
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GENERAL PLAN APPLICATIONS

Annexation Request	\$7,455.00
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General Plan Amendment (GPA)

1. Properties outside of the Coastal Zone	\$3,621.00
2. Properties within the Coastal Zone	\$4686.00

GP Conformity Certification by Planning Commission	\$798.75
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ADMINISTRATIVE PROCESSES

Appeals to Planning Commission or City Council	\$1,278.00
(NOTE: No appeal fee shall be charged for appeals against project approvals. Appeal fees shall only apply to appeals against project denials or against conditions of approval.)	
Business License Approval	\$14.00
Continuance/Continued Hearing (Requested by applicant)	\$266.25
Fence Permit Review	\$26.63
<u>ZONING PERMIT APPLICATIONS</u>	
Landscape Plan Review (Submitted separate from application)	\$106.50
Preliminary TAC Review (Credited to future application) (Plus \$1.60/100SF)	\$958.50
Reproduction Costs (Minimum charge \$2.13)	10.65 cents/page
Special Projects/Research Fee	\$65.00/hour
Time Extension	\$266.25
Use Permit (AUP/CUP) Annual Inspection	\$86.27
Zoning Confirmation Letter	\$133.13
Zoning Plan Check	31% of building plan check review

CERTIFICATE OF APPROPRIATENESS FEE SCHEDULE

Fences	\$10.65
Foundation	\$10.65
Projects with staff architectural review	\$53.25
Projects with Commission architectural review	\$106.50
Repainting	\$10.65
Commercial signage and awnings (one fee per application per building)	\$26.63
New construction and additions over 450 square feet	\$266.25
Demolitions of contributing building, historical district or landmark	\$1,065.00
Appeal to Planning Commission of denial of certificate of appropriateness	\$798.75
Mills Act Contracts	
1-20 units	\$399.38 per unit
21-50 units	\$292.86 per unit
51-100 units	\$159.75 per unit
101 or more units	\$106.50 per unit

If you have any questions regarding these fees, please visit the Planning Counter at the Development Services Center on the 4th Floor of City Hall; or call the Zoning Information Line at (562) 570-6194.

The fee for applications for **MULTIPLE SITES** within six hundred feet of each other filed by the same applicant at the same time, for the same type of application, shall be the full application fee for one site (whichever is greatest) plus \$500.00 for each additional site. This does not apply to condominium conversions where the full fee shall be charged to each site.

* Environmental fees may be applicable; consult the Environmental Permit Fee Schedule.

**PLANNING COMMISSION
FILING AND HEARING SCHEDULE
2004**

Filing Deadline (Tuesday)	Staff Meeting (Monday)	TAC Meeting (Wednesday)	Notice Due Secretary # (Thursday)	Notice Mailed # (Monday)	Report Available (Friday)	P.C. Hearing (Thursday)
11/18/03	12/1/03	12/10/03	12/24/2003**	12/29/03	1/9/04	1/15/04
12/9/03	12/22/03	12/31/03	1/15/04	1/20/04**	1/30/04	2/5/04
12/23/03	1/5/04	1/14/04	1/29/04	2/2/04	2/13/04	2/19/04
1/6/04	1/20/04**	1/28/04	2/12/04	2/17/04	2/27/04	3/4/04
1/20/04	2/2/04	2/11/04	2/26/04	3/1/04	3/12/04	3/18/04
2/3/04	2/17/04**	2/25/04	3/11/04	3/15/04	3/26/04	4/1/04
2/17/04	3/1/04	3/10/04	3/25/04	3/29/04	4/9/04	4/15/04
3/9/04	3/22/04	3/31/04	4/15/04	4/19/04	4/30/04	5/6/04
3/23/04	4/5/04	4/14/04	4/29/04	5/3/04	5/14/04	5/20/04
4/6/04	4/19/04	4/28/04	5/13/04	5/17/04	5/28/04	6/3/04
4/20/04	5/3/04	5/12/04	5/27/04	5/28/04	6/11/04	6/17/04
5/4/04	5/17/04	5/26/04	6/10/04	6/14/04	6/25/04	7/1/04
5/18/04	6/1/04**	6/9/04	6/24/04	6/28/04	7/9/04	7/15/04
6/8/04	6/21/04	6/30/04	7/15/04	7/19/04	7/30/04	8/5/04
6/22/04	7/6/2004**	7/14/04	7/29/04	8/2/04	8/13/04	8/19/04
7/6/04	7/19/04	7/28/04	8/12/04	8/16/04	8/27/04	9/2/04
7/20/04	8/2/04	8/11/04	8/26/04	8/30/04	9/10/04	9/16/04
8/10/04	8/23/04	9/1/04	9/16/04	9/20/04	10/1/04	10/7/04
8/24/04	9/7/04**	9/15/04	9/30/04	10/4/04	10/15/04	10/21/04
9/7/04	9/20/04	9/29/04	10/14/04	10/18/04	10/29/04	11/4/04
9/21/04	10/4/04	10/13/04	10/28/04	11/1/04	11/12/04	11/18/04
10/5/04	10/18/04	10/27/04	11/11/04	11/15/04	11/24/04**	12/2/04
10/19/04	11/1/04	11/10/04	11/23/04	11/24/04**	12/10/04	12/16/04
11/9/04	11/22/04	12/1/04	12/16/04	12/20/04	12/31/04	1/6/05
11/23/04	12/6/04	12/15/04	12/30/04	1/3/05	1/14/05	1/20/05

For Staff Use Only

** Day of the week adjusted due to City Holiday

ALL FILING DEADLINES ARE AT 2:00 P.M. ON THE DATE SPECIFIED

**ZONING ADMINISTRATOR
FILING AND HEARING SCHEDULE**

2004			
Filing Deadline	Notice Due Secretary	Notice Mailed #	Zoning Administrator
(Monday)	#	(Friday)	Hearing
	(Wednesday)		(Monday)
12/15/03	12/24/03	12/26/03	1/12/04
12/29/03	1/7/04	1/9/04	1/26/04
1/12/04	1/21/04	1/23/04	2/9/04
1/26/04	2/4/04	2/6/04	2/23/04
2/9/04	2/18/04	2/20/04	3/8/04
2/23/04	3/3/04	3/5/04	3/22/04
3/15/04	3/24/04	3/26/04	4/12/04
3/29/04	4/7/04	4/9/04	4/26/04
4/12/04	4/21/04	4/23/04	5/10/04
4/26/04	5/5/04	5/7/04	5/24/04
5/17/04	5/26/04	5/28/04	6/14/04
6/1/04**	6/9/04	6/11/04	6/28/04
6/14/04	6/23/04	6/25/04	7/12/04
6/28/04	7/7/04	7/9/04	7/26/04
7/12/04	7/21/04	7/23/04	8/9/04
7/26/04	8/4/04	8/6/04	8/23/04
8/16/04	8/25/04	8/27/04	9/13/04
8/30/04	9/8/04	9/10/04	9/27/04
9/13/04	9/22/04	9/24/04	10/11/04
9/27/04	10/6/04	10/8/04	10/25/04
10/11/04	10/20/04	10/22/04	11/8/04
10/25/04	11/3/04	11/5/03	11/22/04
11/15/04	11/23/2004**	11/24/04**	12/13/04
11/29/04	12/8/04	12/10/04	12/27/04
12/13/04	12/22/04	12/24/04	1/10/05
12/27/04	1/5/05	1/7/05	1/24/05

For Staff use only

** Day of the week adjusted due to City Holiday

ALL FILING DEADLINES ARE AT **2:00 P.M.** ON THE DATE SPECIFIED

SUMMARY OF APPLICATION FILING REQUIREMENTS

APPLICATION TYPE	FILING DEADLINE & HEARING SCHEDULE	MAILING LABELS, LIST & MAP (F) MAPS	SETS OF PLANS (D)	SETS OF PHOTOS	COLOR BOARD AND ELEVS
Planning Commission Hearing (Conditional Use Permit, Site Plan Review (E), Tentative Map (A), Condo Conv) Conversion (A), Zone Change)	SEE PAGE 6	YES	26 sets of plans as follows: 3 standard size and 23 reduced size	10	FOR SITE PLAN REVIEW ONLY
Zoning Administrator Hearing (Administrative Use Permit, Coastal Permit, Stnds. Variance)	SEE PAGE 7	YES (B)	2 sets of plans as follows: 1 standard size and 1 reduced size	1	NO
Zoning Administrator Hearing (Sign Variance, Lot Line Adj. (C), Lot Merger)	SEE PAGE 7	NO	2 sets of plans as follows: 1 standard size and 1 reduced size	1	NO
Site Plan Review and Conceptual Site Plan Review (Staff) (E)	SEE PAGE 6	NO	15 sets of plans as follows: 3 standard size and 12 reduced size	10	YES
Sign Standards Waiver	SEE PAGE 6	NO	2 sets of plans as follows: 1 standard size and 1 reduced size	1	NO

Other applications such as a Certificate of Compliance or a General Plan Amendment have special filing requirements. Please go to the Planning Counter for more information.

FOOTNOTES

- A. Be sure to acquire and review the additional requirements for a subdivision map and/or condominium conversion from the Planning Counter. The same number and size of tentative maps must be submitted with the application.
- B. Coastal permits require additional 100' radius mailing labels. See “Special Considerations in the Coastal Zone” on page 14.
- C. Be sure to show all of the existing structures on the lot. The existing lot line must be shown as a solid line and the proposed line as a dotted line. All plans must be to scale. Please refer to the “Certificate of Compliance, Lot Line Adjustments, and Lot Mergers” pamphlet at the Planning Counter.
- D. This packet explains the components of a full set of plans. If you need further information, ask for the “What are Plans?” pamphlet at the Planning Counter.
- E. Site Plan Review applications require submittal of colored elevations and color and material boards. Please refer to discussion on Page 12. The Planning Commission conducts Site Plan Review of all projects of one hundred or more residential units, developments of 100,000 or more square feet of construction, buildings of 45 feet in height or greater, or bonus density requests. For Conceptual Site Plan Review, please review requirements on Pages 9 and 10.
- F. One radius map, one (1) mailing list and one (1) set of mailing labels are required. Read the “Mailing List” instructions on pages 12-14 for a full explanation.
- G. All photographs of the site must be enlarged to 3"x 5" and be color originals or color copied. The photos must depict the subject site and the surrounding buildings. Original photos must be mounted on 8 ½" x 11" paper.

APPLICATIONS FOR MULTIPLE ZONING PERMITS. *If the application is for more than one type of zoning review, use the application requirement with the greatest number of submittal materials. Such multiple*

applications will be heard in one hearing by the highest reviewing authority.

APPLICATION FILING REQUIREMENTS AND INSTRUCTIONS

BE SURE TO READ THIS ENTIRE PACKET BEFORE SUBMITTAL
APPLICATIONS MUST BE COMPLETE OR THEY WILL NOT BE ACCEPTED

The Planning Permit application form is a streamlined, single application form to cover most development permit needs prior to construction permits. The attached requirements and instructions may include one or more items not applicable to your property. This will depend on the nature and scope of your project. The filing instructions identify the following steps toward a complete application:

- STEP 1:** Identify filing deadline and hearing dates (see pages 6 and 7).
- STEP 2:** Determine what applications are required, including whether an environmental application is required, and calculate the fees (see pages 3-5).
- STEP 3:** Prepare plans (site plan, floor plans, elevations, sections, roof plan, landscape plan, and comprehensive sign plan, as necessary), photographs, and other visual materials.
- STEP 4:** If your project requires a public hearing, prepare the radius map, mailing list and mailing labels to be used by the Planning Bureau staff to provide notice of the hearing.
- STEP 5:** Additional assistance.

* * * * *

STEP 1: IDENTIFY FILING DEADLINE AND HEARING REVIEW DATES

The date for staff review and/or a public hearing of your project will be scheduled based on when your application was filed and the **staff’s determination that your application is complete**. All planning applications must be submitted on (or before) the 2:00 p.m. filing deadline. See pages 6 and 7 for Planning Commission and Zoning Administrator hearing schedule.

STEP 2: DETERMINE WHAT APPLICATIONS ARE REQUIRED AND CALCULATE THE FEES.

A planner will assist you in determining what type(s) of planning permit(s) are required for your project. The various types of permits and the submittal requirements are listed on pages 8- 12.

Environmental Review

All zoning and subdivision applications contained or described in this application (except a Certificate of Compliance, Conceptual Site Plan Review, or Site Plan Review) require environmental review. A separate environmental application form (Categorical Exemption or Preliminary Environmental Assessment based on the CEQA Guidelines) and filing fee must be submitted with a planning application. Page 18 of this application is a “Categorical Exemption” form. Ask the planning staff for details. The Environmental Planning information number is **(562) 570-6458**.

Conceptual Site Plan Review

A Conceptual Site Plan Review is required for all residential projects of fifty (50) or more units; commercial, industrial, or public assembly projects of 50,000 S.F. or more of new construction; projects taller than 45'0"; and projects on City land of 1,000 S.F. or more of new construction. If you are going to submit a project for Site Plan Review and it isn’t large enough to fit in one of those categories, you have the option of applying for a Conceptual Site Plan Review first, and then applying for a Site Plan Review. The fees you pay for Conceptual Site Plan Review are credited toward your Site Plan Review application.

The following plans should be submitted for Conceptual Site Plan Review:

1. Site Plan (Same requirements as the Site Plan Review);
2. Floor Plans (General distribution of occupancy must be shown) and all parking stalls must be indicated on the parking plan;
3. Elevations (Facade materials do not have to be called out);
4. Landscaping (Show general location).

Calculating the fees.

Please refer to the current fee schedule on pages 3-5. Most planning applications will require an environmental application as well, at an additional fee. **All fees must be paid at the time of filing. Fees can be paid by cash, credit card, personal check, or company check. NO third party checks will be accepted. The fees are subject to change so be sure to check that you have the current fee schedule. Partial or full refunds are subject to Departmental policy if the project is withdrawn.**

STEP 3: PREPARE PLANS, PHOTOGRAPHS, AND OTHER VISUAL MATERIALS.

A set of plans for your project must be prepared as part of your application. The following components must be included in all submittals (other than the Conceptual Site Plan Review). If you require further information on the components of plans, refer to the "What Are Plans?" pamphlet available at the 4th floor Planning Counter. Please be sure to submit all approvals from any City Departments you have dealt with. These documents should be submitted with all of your required materials.

See page 8 for the number and type of plans and visual materials needed for submittal. **Standard size plans are 24"x 36". A larger size is permitted for a larger site. Reduced size plans are 11"x 17".**

All plans shall be drawn to scale no less than 1/8" = 1.0'. For any site that is one (1) acre or more in size, a smaller scale may be used. Reduced plans shall include a graphics scale. All standard sets of plans shall be **rolled** when submitted. All reduced sets of plans shall be **folded** to 8 1/2" X 11" when submitted.

Site Plan

An example of a site plan can be found in the "What Are Plans?" brochure. The site plan must include the following data:

1. Lot lines and dimensions;
2. Footprint of existing and proposed buildings on site (properly measured from the property lines and distances between buildings);
3. All setback lines properly measured;
4. A North arrow;
5. All parking and loading facilities drawn to scale which will include all parking spaces, access to parking spaces, circulation patterns both on and off the site, docks, ramps, curb cuts, and proposed fence heights;
6. Location of all trash containers and how they will be accessed;
7. All existing trees on the site and parkway;
8. All contiguous properties, streets, and alleys showing center line, lane striping, curb lines, street widths, right-of-way lines, circulation patterns, and street names;
9. Indicate all existing and proposed easements;
10. Show lot size, lot coverage, building area (by floor), and total area to lot size ratio (if applicable).
11. Location of building footprints on adjoining and abutting lots noting height and number of stories on the elevations;
12. Indicate uses of abutting and adjoining lots;
13. Show proposed utility locations (i.e. transformer locations and water mains);
14. Indicate any traffic/parking management programs to be initiated;
15. Identify door lighting and special security features of the project;
16. Indicate topographic changes with 5' contour lines, clearly defining top and bottom of slopes.

Floor Plans (All permits except Sign Variance and Zone Changes.)

Floor plans must include specific room arrangements, room sizes, window sizes and types, and uses of all rooms. Floor plans may be typical, if several units are included. Refer to the “What Are Plans” pamphlet at the Planning Counter for additional information.

FOR RESIDENTIAL PROJECTS ONLY CONSISTING OF FIVE UNITS OR MORE: Floor plans must be measured to show distance from the windows to property lines and distance to other windows on the same floor. A separate floor plan showing only window spacing may be required if requested by the project planner. (LBMC 21.31.240). An example of a floor plan can be found in the “What Are Plans?” pamphlet.

Elevations (All permits)

An elevation is a drawing showing the exterior sides of a building. Elevations must be drawn to scale and measured from roof peak, midpoint of sloped roof, and from eaves, **to top of curb**. Drawings must include all sides of the building(s). Adjoining buildings to the sides (or rear) of the project should be drawn to scale in outline form. The project elevation should include primary, secondary, and tertiary building massing. Photographs may be substituted for elevations on existing buildings except for the Site Plan Review process. Be sure to show original and finished grade changes on elevation. When identifying the elevations, label each building side according to which direction the building faces (i.e. north face, south face, etc). Be sure to identify all building materials and textures to be used on the building facades. An example of an elevation drawing is provided in the “What Are Plans” pamphlet.

Sections (Structures with courtyards and below-grade parking)

For projects with internal court yards, semi-subterranean or subterranean parking, sections will be required through the length and width of the building. All sections must be through interior court yards and planters in the court yard. All structural and decorative columns in the court yard must be shown. Show original and finished grade, and depth of planters.

Roof Plan (Projects requiring Site Plan Review)

A roof plan will be required on all projects requiring a Site Plan Review. The roof plan is to include proposed roof top equipment locations and any screening devices to be used (see LBMC 21.31.265, 21.32.225, 21.33.180, and 21.34.240). Be sure to indicate any deck, pool, or spa areas.

Landscaping Plan (Projects involving new construction)

A landscaping plan must show the location of the planting areas, types of plants, size, and the number of plants to be used. A detailed landscaping plan and irrigation system must be submitted for a plan check and approved by the Director of Planning and Building prior to the issuance of a building permit. An example of a landscape plan is provided in the “What Are Plans” pamphlet.

Comprehensive Sign Plan (Commercial projects requiring Site Plan Review)

A comprehensive sign plan must be submitted with any retail and/or office commercial development requiring Site Plan Review. These plans must show location of sign areas, size, height, colors, materials, or other design features. Freestanding signs must be compatible with the project’s architecture through the use of similar shapes, colors, and materials.

Photographs, color boards, materials samples and other visual aids.

PHOTOGRAPHS OF THE SITE must be submitted in order for the planner to identify the specific site when visits are conducted. The photographs are also used as a tool when reviewing the project for architectural compatibility, landscaping requirements, and to identify if any public infrastructure is required. The pictures serve as a reference, and aid in presenting information to other staff members and the Planning Commission. Photographs are required to be in color and enlarged to 3" X 5". **The pictures must be submitted as color copies.** If only one set of pictures are required, the originals can be used as a submittal item, but they must be mounted on 8 ½" X 11" size paper.

Please be sure to label your photos for easy identification. They should be labeled according to which direction the building faces (i.e. north face, south face, etc). If several photos are submitted, a picture key indicating from which direction and from what position the photographs were taken would be greatly appreciated.

A **COLOR AND MATERIALS BOARD** must include manufacturer name, catalog reference, and specific product name. Be sure to submit color and material samples of building materials for the exterior facade on the color/material board. All stucco materials must indicate finish to be applied to the stucco.

COLOR ELEVATIONS must realistically portray the finished product. The color elevations must be color copied and reduced to 11" x 17". Please refer to the "Required Sets of Photos" column to determine the number of reduced color elevations that must be submitted to the department when applying. All color detailing and accenting must be shown and called out on the elevations. Be sure to call out all materials to be used (i.e. stucco color and texture, painted wood accents, color schemes).

MODELS, if required by staff, are used to evaluate individual projects. Models will generally be required for projects of 50,000 S.F. or more and/or where a building exceeds neighboring building heights by two or more stories. Models must reflect proper scale with respect to the project and adjoining buildings.

STEP 4. PREPARE THE RADIUS MAP, THE MAILING LIST, AND THE MAILING LABELS.

Many types of permits require that public hearings be held, and the applicant must submit information so that notices of the hearing may be sent to surrounding property owners and interested parties. There are several steps required to complete this portion of the application submittal, beginning with preparing the radius map, compiling a mailing list, and preparing a set of mailing labels.

Page 16 of this application includes a list of consultants that can be hired to assist you in filing zoning applications. The consultants names are placed on the list at their request and as a courtesy to you. Placement of the names on the list **DOES NOT** imply City endorsement or recommendation of these firms.

RADIUS MAP

A map that depicts the lots surrounding a proposed project must be used to determine the extent of the notification area. Appropriate maps that can be used for this purpose include County Assessor maps; house numbering maps; and GIS maps. These maps are required in order to identify the area in which your project is located, to determine if the radius around your property, and to identify all of the properties that fall within or are touched by the radius.

Purchase of Radius Map

The GIS map, or the house numbering map can be purchased at the Planning Counter at the Development Services Center (DSC) on the 4th floor of City Hall. The house numbering map can be purchased at Commercial Graphics, 1435 Daisy Avenue, Long Beach, CA, (562) 436-9761. County Assessor maps can be obtained from the Los Angeles County Assessor, 5898 Cherry Avenue, Long Beach, CA, (562) 984-5111.

Highlight the Project Site

Be sure to use a highlighting marker so as to identify your property more easily. The map should not be reduced (or trimmed) unless all street names are readable to the nearest major cross street.

Drawing the Radius

Depending on the size or location of your project, a 300' or 500' radius must be drawn around your property.
A 300' radius is required for all projects except large scale projects as specified below.
A 500' radius is required for projects that are:
45' or more in height; or
100,000 sq. ft. or more of new construction; or
500 or more seating capacity.
A second, 100' radius must be drawn around properties that are located in the Coastal Zone.

Based on the scale of your map, measure the radius from all four (or more) corners of your property and draw arcs from each corner, then connect the arcs. If your property abuts a street, alley, park, flood control channel, school, or other public property, start the radius from the farthest side of that public property (see Page 17). Properties in adjoining jurisdictions **must** also be included on the mailing list.

Number Properties Within the Radius

Please sequentially assign a number (beginning with #1) to each lot within the required radius. This number is then assigned to the corresponding address on the mailing list (see example on Page 15).

Twenty (20) Notice Minimum.

All property owners within the radius, or touched by the radius, must be numbered and included in the notice. A minimum of twenty (20) property owners must be included. Please note that you may have to expand the radius until you reach the minimum twenty (20) owners required. If the project is on City-owned property in the Port of Long Beach or Long Beach Airport, leaseholders must be included in the mailing list and can be counted towards the twenty (20) notice minimum.

MAILING LIST

One (1) mailing list is required if your permit requires a public hearing. Using your mailing list you will also prepare mailing labels as discussed in MAILING LABELS below. The Planning Bureau prepares and mails the official notices of the public hearing with the mailing labels you provide us. Please note that the mailing list and mailing labels must also include those properties (within the radius or touched by the radius) that are in another city’s jurisdiction.

Obtain the Mailing List Information

It is the applicant’s responsibility to obtain the property owner names, property addresses, and mailing addresses for the numbered properties within the radius on the house numbering map. This information can be obtained from the County Tax Assessor’s Office at:

Long Beach Office		Los Angeles Office
1401 E. Willow Street	OR	500 West Temple
Signal Hill, CA 90755		Los Angeles
(562) 256-1701		(213) 974-3211

The Long Beach Office is open 8:00 a.m. to 5:00 p.m., Monday through Thursday. The Los Angeles Office is open the same hours, Monday through Friday. Be sure to have your Radius Map with the radius already drawn and parcels numbered with you when you go to the Assessor’s Office. The County Office requires this map in order to retrieve the information you need.

Prepare the Mailing List

An example of a mailing list is shown on Page 15. The mailing list must be typed, numbered (the numbers should be the same number as those assigned on the Radius Map), and formatted on 8 ½" X 11", with three (3) columns. The third column is needed only if the property is in the Coastal Zone, the Airport, or the Port of Long Beach.

- First Column: List each property address within the radius;
- Second Column: List each property owner’s mailing address; and
- Third Column: **Coastal Zone, Airport, Port of Long Beach Only.**
List the occupants of the property address within the required radius (See special mailing requirements below). If your property is not located within these special areas, there is no need to prepare the third column.

Special Considerations in the Coastal Zone

All projects within the City’s designated Coastal Zone require additional notices. In addition to the property owner notification, each of the occupants or rental tenants (residential and commercial) within a 100' radius of the site must be notified of the hearing. The 100' radius must be indicated on the Radius Map. Owner-occupied properties only need one mailing label; on the mailing list simply indicate “owner-occupied” in column three. If you need further information about development in coastal areas, please call us at 570-6194 or refer to the “Coastal Permit” pamphlet at the Planning Counter.

Special Consideration in the Airport and Port of Long Beach

If your project is on City owned property in the Port of Long Beach, or at the Long Beach Airport, all leaseholders within the 300' or 500' radius (depending upon the size of the project) must be listed in column three.

MAILING LABELS

In addition to the mailing list, you must submit one (1) set of mailing labels. The labels must be reproduced on a three (3) column, 8 ½" X 11" sheet format using **AVERY 5160** labels. Two column, larger size, computer generated labels are **not** acceptable. An example of mailing labels is shown on Page 15.

It is important that each label is identified with a number that corresponds to the number you assigned to each property within or touched by the radius on the Radius Map (see example of radius map on Page 17). This identification is necessary in order to verify that each property within the required radius has an assigned label. However, do not duplicate owners names on mailing labels.

STEP 5: ADDITIONAL ASSISTANCE

If you have questions or require additional information, the Planning Staff will be glad to assist you in the filing of your application. We will also be happy to review your application prior to submittal in order to verify its completeness. You may either come to the Planning Counter on the 4th Floor or call us at (562) 570-6194.

The following is a list of pamphlets that are available for free at the Development Services Center. These pamphlets explain various procedures or permits:

- | | |
|--|--|
| <input type="checkbox"/> Coastal Permits | <input type="checkbox"/> Construction Permits |
| <input type="checkbox"/> Standards Variance | <input type="checkbox"/> Conditional Use Permits |
| <input type="checkbox"/> What Are Plans? | <input type="checkbox"/> Inspections |
| <input type="checkbox"/> Certificate of Compliance, Lot Line Adjustments and Lot Mergers | <input type="checkbox"/> Zoning |

EXAMPLE #1 - MAILING LIST

(Column 1)	(Column 2)	(Column 3)
Property Address	Property Owner's Mailing Address	Tenants/Lessees (Coastal Zone, Airport, Port only)
2303 Ocean Blvd. (1)	John Doe (1) 2303 Ocean Blvd. Long Beach, CA 90802	Owner Occupied (1)
2309 Ocean Blvd. (2)	Jane Smith(2) Mills Road San Antonio, TX 70609	Occupant (2) 2309 Ocean Blvd., Unit A Long Beach, CA 90802
		Occupant (2) 2309 Ocean Blvd., Unit B Long Beach, CA 90802
		Occupant (2) 2309 Ocean Blvd, Unit C Long Beach, CA 90802
2311 Ocean Blvd. (3)	Paul Gonzales (3) 2311 Ocean Blvd. Long Beach, CA 90802	Owner Occupied (3)
2315 Ocean Blvd. (4)	Tom Nguyen (4) 2275 Redondo Avenue Long Beach, CA 90806	Occupant (4) 2315 Ocean Blvd., Unit 1 Long Beach, CA 90802
2319 Ocean Blvd. (5)	Mary Jones (5) 2319 Ocean Blvd. Long Beach, CA 90805	Owner Occupied (5)
2401 Ocean Blvd. (6)	Liza Martinez (6) 1631 Park Avenue Pasadena, CA 91101	Occupant (6) 2497 Ocean Blvd. Long Beach, CA 90802

EXAMPLE #2 - MAILING LABELS

(Use column two from the mailing list.)

John Doe (1) 2301 Ocean Blvd. Long Beach, CA 90802	Jane Smith(2) 9201 Mills Road San Antonio, TX 70609	Paul Gonzales (3) 2305 Ocean Blvd. Long Beach, CA 90802
Tom Nguyen (4) 2275 Redondo Ave. Long Beach, CA 90806	Mary Jones (5) 2309 Ocean Blvd. Long Beach, CA 90802	Lisa Martinez (6) 1631 Park Avenue Pasadena, CA 91101

EXAMPLE #3 - ADDITIONAL MAILING LABELS
IN THE COASTAL ZONE

(Use column three from the mailing list.)

Owner Occupied (1)	Occupant (2) 2303 Ocean Blvd, Unit A Long Beach, CA 90802	Occupant (2) 2303 Ocean Blvd., Unit B Long Beach, CA 90802
Occupant (2) 2303 Ocean Blvd, Unit C Long Beach, CA 90802	Owner Occupied (3)	Occupant (4) 2307 Ocean Blvd., Unit 1 Long Beach, CA 90802
Occupant (4) 2307 Ocean Blvd., Unit 2 Long Beach, CA 90802	Owner Occupied (5)	Occupant (6) 2311 Ocean Blvd. Long Beach, CA 90802